

SHELTERED HOUSING, LIFT REFURBISHMENT, 2016 / 17

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

PRE-CONSTRUCTION INFORMATION

1.0 INTRODUCTION

Risks which should be resourced or controlled by good management and site practice are not listed but are deemed to have been considered by the contractor and taken into account in their tender.

2.0 NATURE OF THE PROJECT

Name of Client:

Broxtowe Borough Council

Directorate of Housing, Leisure and Property Services

Designer:

Broxtowe Borough Council

Directorate of Housing, Leisure and Property Services

Principal Designer:

Broxtowe Borough Council, Capital Works.

Location:

Yew Tree Court, Union Street, Beeston, Nottingham, NG9 2NA

Venn Court, Scott Ave, Beeston NG9 1HF

Southfields Court, off Inham Road, Chilwell NG9 4GA

Nature of Works:

Refurbishment of 3 number existing passenger lifts within 3 no separate Sheltered Housing Schemes.

Timescale for Completion: To be agreed

Minimum Lead Time: To be agreed

3.0 THE EXISTING ENVIRONMENT

3.1 Surrounding Land Uses and Related Restrictions

The three sites are located within existing sheltered housing schemes, which house predominately elderly and sometimes infirm tenants. The housing schemes are accessible via an intercom and security key pad system located on the main entrance doors. The entrance doors are located close to the lift lobbies in each scheme. Material's store and site accommodation to be agreed between the contractor, the CA and the site management at each site location prior to commencement of works.

To the front of Yew Tree Court is a small car park with 9 no car parking spaces which are used by both tenants and visitors (see site plan to Appendix 1 attached), with agreement with the RLO one number space will be made available for the contractor. There is an area of hard standing to the front entrance which will be available to the contractor for secure storage.

To the front of Venn Court there are 3 no disabled parking bays which must be kept clear at all times. There is also a small car park which is used by both tenants and visitors (see site plan to Appendix 1 attached), with agreement with the RLO one number space will be made available for the contractor. There is an area of hard standing to the front entrance which will be available to the contractor for secure storage.

To the front of Southfields Court there are 2 no disabled parking bays which must be kept clear at all times. There is also a small car park for 10 number parking spaces which are used by both tenants and visitors (see site plan to Appendix 1 attached), with agreement with the RLO one number space will be made available for the contractor. There is an area of hard standing to the front entrance which will be available to the contractor for secure storage.

3.2 Existing Services

The contractor, prior to carrying out work, must confirm the exact position of existing services on site. The contractor's attention is brought to the fact that overhead services and general services fixed to buildings on or adjacent to the working area may exist.

The contractor will be supplied with the contact details for the contractor who installed and maintain the intercom system whose knowledge of the building should facilitate the works.

3.3 Existing Traffic Systems

It is important that coordination of lifting operations and skip loading and unloading is carried out to keep congestion of the public footpath and highway to a minimum thus reducing the potential risk to pedestrians, vehicular traffic and operatives.

Further discussion will be required on site to develop any proposal covering the above.

3.4 Existing Structures

Copies of Asbestos surveys are included within Appendix 2.

The contractor must also consider the effects of dust that is inevitable due to the nature of the works and put in place proposals for dealing with it to safeguard the environment, the public, residents and the site operatives.

3.5 Ground Conditions

The ground conditions of the site must be ascertained prior to commencement of the works.

4.0 EXISTING DRAWINGS

The Client has no existing drawings of the buildings.

5.0 THE DESIGN

5.1 Hazardous work sequences identified by the Designer

1. Working within an occupied residential block - the Principal Contractor must work with the site specific Resident Liaison Officer (RLO) to ensure that the inconvenience to tenants is kept to a minimum. The CA will provide contact details for the RLO at the pre-contract meeting.

2. Working within an area occupied by elderly and sometimes infirm tenants – contingency arrangements to be agreed between the Main Contractor, the CA and the RLO to provide access for tenants to the upper floor during the works. The programme of works to be kept to a minimum of reduce impact on the residents. Clear signage and effective barriers to be used to define the work area and prevent access.

5.3 Specific Requirements of the Principle Contractor

The Principal Contractor is required to:

1. Prepare develop communicate, implement and amend the construction phase plan.
2. Plan and manage the construction processes and ensure that other contractors manage their own work including inspections.
3. Submit all method statements for their own works and those of subcontractors to the Principal Designer.
4. Prevent unauthorised access onto site, prepare and enforce the site rules and manage effective co-operation and co-ordination between contractors.
5. To provide adequate welfare facilities for site operatives.

6. Ensure operatives have proper site induction and training.
7. Should deal with localised workplace isolation, dust and noise suppression techniques.
8. Display the project notification on the site.

5.3 Possible Site Hazards

The following list also includes other areas to be considered and deemed hazardous which may exist or which may be encountered. This list is not exhaustive and further discussion will be required with the Principal Designer should they arise to resolve methods and proposals to deal with them agreeing appropriate legislative guidance and advice notes.

1. Use of paints and solvents
2. Asbestos
3. Control of Substances Hazardous to Health (COSHH)
4. Disposal of Hazardous Substances
5. Drilling
6. Handling materials – manually/mechanically
7. Mechanical/Electrical plant
8. Portable tools
9. Working/Storage from the Highway
10. Working at height.

Subsequently the Principal Contractor must demonstrate by reference to their Health and Safety Policy his awareness of the said hazards and produce method statements to ensure adequate health and safety respective to each hazard.

N.B. to be read in conjunction with all other sections.

5.4 An Outline Construction Phase Plan must be submitted at least two weeks prior to commencement, and is to include the following:

- Method statements related to the hazards identified in the pre-tender health and safety plan and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.

- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and any training.
- Arrangements for consulting with and taking the views of people on site.

Any queries arising from the Construction Phase Plan should be referred to the Principal Designer:

**Director of Housing, Leisure and Property Services, Broxtowe Borough Council,
Council Offices, Foster Avenue, Beeston, Nottingham NG9 1AB**

Telephone: 0115 917 7777

6.0 CONSTRUCTION MATERIALS

6.1 Potentially hazardous materials

The following potentially hazardous materials have been identified:

- a) Paints and Protective Coatings
- b) Silicone based sealants

Where the Principal Contractor intends to use these materials and any other hazardous materials found to be required for the work, they are to provide the Principal Designer with full health and safety data sheets, COSHH assessments **before** the materials are incorporated in the works. Suitable protective clothing appropriate to the task and material being used should be made available to all personnel.

Should a material be used which may pose a danger/hazard to the occupants of the dwelling, during the progress of the works, this must be brought to their attention and its use progressed in line with COSHH and other appropriate legislation.

7.0 SITE WIDE ELEMENTS

7.1 Site access and egress

Site access and egress will be via the public highway. No road closures will be permitted. See also Items 3.1 and 3.3

7.2 Temporary accommodation/loading and storage area

All site accommodation and storage to be contained on the site, with agreement with the CA and Residents Liaison Officer for the Scheme, close to the working area. They should be suitably secured where required and the surrounding area be kept tidy at all times.

Unloading is to be carried out in such a manner to ensure that both the public highway and footpaths are not obstructed or damaged during unloading operations.

Special attention should be paid to ensuring protection of vehicular and pedestrian traffic with long offloading processes programmed for quieter times.

All hazardous materials should be stored in a lockable unit and clearly identified externally as to the contents.

Unattended skips must be kept locked and removed when full immediately.

7.3 Traffic/Pedestrian Routes

Hazards will arise as a result of operatives, plant and materials, accessing, egressing and being delivered and taken off site respectively. During these actions due care and attention should be employed to reduce the potential for hazardous situations arising.

8.0 OVERLAP WITH CLIENT'S UNDERTAKING

Most areas have been previously discussed with respect to consideration of the health and safety issues which may arise from carrying out work within a sheltered housing scheme. The need for due care and attention cannot be overly emphasised.

9.0 SITE RULES

The Principal Contractor is to ensure all operatives possess the appropriate permits and certificates to operate plant and equipment necessary for carrying out the said work throughout the duration of the works.

The Principal Contractor should also respect that the work is being carried out within a sheltered housing scheme and should give their health and safety priority by ensuring all activities are locally isolated and all noise, dust and odours suppressed by appropriate means to prevent nuisance. The Contractor shall ensure both the highway and footpaths are kept clean, tidy and free from loose material post unloading or skip removal.

10.0 CONTINUING LIAISON

10.1 Design elements of contractor's proposals

Full details of the Contractor's design proposals for the scheme will be required for consideration by the Principal Designer before work commences on site. Details of any subsequent design change are to be notified to the Principal Designer before implementation.

10.2 Procedure for dealing with unforeseen eventualities

Any changes affecting the agreed Construction Phase Plan must be notified to and agreed by the Principal Designer before implementation.

THE CONTRACTOR IS REMINDED THAT AN AGREED CONSTRUCTION PHASE PLAN, BASED ON THIS PRE CONSTRUCTION INFORMATION MUST BE SUBMITTED TO THE PRINCIPAL DESIGNER AND AGREED BEFORE WORKS COMMENCE ON SITE AND THAT PRACTICAL COMPLETION WILL NOT BE ISSUED UNTIL COMPLIANCE WITH DUTIES AS PRINCIPAL CONTRACTOR IN RELATION TO THE HEALTH AND SAFETY FILE ARE COMPLETE AND APPROVED.

11.0 OPERATION/MAINTENANCE OF THE FINISHED BUILDING

The level of detail should be proportionate to size of project.

11.1 The Building Manual (Incorporating the Health and Safety File) *Please note: - The Health and Safety File is only required for projects involving more than one contractor.*

- The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of them Manual and submit them to the Principal Designer for delivery to the Employer.
- The Manual is to consist of the following parts as required and agreed with the Principal Designer, sub sectioned as appropriate.
 - (a) A brief description of the work carried out
 - (b) Details of any residual hazards and how they have been dealt with
 - (c) Key structural principles
 - (d) Hazardous materials used
 - (e) Information on installed plant removal/dismantling
 - (f) Health and safety information about maintenance of any plant installed

(g) Details of significant services i.e. gas, electric, drains, telecommunications

(i) Details of the as built structures and any drawings

- The presentation of the Manual is to be as clause 11.5.
- A complete draft of the Manual must be submitted not less than four weeks before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit. Do not proceed with production of the final copies of the Manual until authorised to do so by the Principal Designer.
- Final copies of the Manual: Provide two copies not less than four weeks before Practical Completion.

11.2 The Building Manual Part 1: General must include:

- A description of the building.
- Details of all consultants and designers.
- Copies of all consents and approvals obtained.

11.3 The Building Manual Part 2: Building Fabric:

Provide such information as is reasonably required by the Principal Designer including

- As-built drawings recording details of construction for all Contractor designed work and performance specified work. (Where applicable)
- Copies of manufacturer's current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including COSHH dated data sheets and manufacturers/recommendations for cleaning and maintenance.
- Names, addresses, telephone and fax numbers of all subcontractors, suppliers and manufacturers.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Copies of all test certificates and reports required in the specification.

11.4 The Building Manual Part 3: Building Services must include as appropriate:

- A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- A description of the mode of operation of all systems.
- Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturer's technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all manufacturer's guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.

- Lubrication schedules for all lubricated items.
- A list of normal consumable items.
- Emergency procedures, including telephone numbers for emergency services.

11.5 Presentation of Building Manual:

The Manual is to be contained in a series of A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.

Selected drawings needed to illustrate or locate items mentioned in the Manual, where larger than A4, are to be fold and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as-built drawings will form annex(s) to the Manual.

11.6 Training of Employer's Staff:

Before Practical Completion explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual, include for not less than one operating day for this purpose.

The level of detail should be proportionate to size of project.